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# 1-Hour Expedite Customer Order Instructions

SUBMIT THIS COMPLETED FORM WITH YOUR FILING

USE BLACK INK ONLY - DO NOT HIGHLIGHT

Date:  1-Hour Expedite Service Requested: **\$1000.00** Fee Included

Return to:

Address:

Phone:

Contact Person:

**Return Delivery** (mark one): ☐ FedEx: Account #

☐ Hold for Pick Up ☐ Mail to Address Above ☐ Other (explain below)

Confirmation Fax Number:  Confirmation E-mail Address:

**Name of Entity:**

**Order Description** (include items being ordered and fee breakdown)\*:

\* **PLEASE NOTE:** this office keeps the original paperwork. The first file stamped copy ordered at the time of filing is at no charge. *Each additional copy is \$2.00 per page (plus \$30.00 for each certification.)*

Total Amount:

**Method of Payment:**

☐ Check/Money Order ☐ eCheck/Credit Card (attach checklist) ☐ Trust Account

☐ Use balance remaining in job #